

Transfer of Credit to another Institution Policy

The University of Scranton recognizes that, from time to time, there are people who wish to take graduate level courses for transfer to their home institution. Typically, they seek such a route in order to complement their graduate program at their home institution. As a result, a Special Admission category was developed and the following policies govern this status.

To be considered for this status at The University of Scranton you must:

- 1) Be a student in good standing in a graduate program at an accredited university.
- 2) Complete a Transfer of Credit to another Institution application form.
- 3) Submit a letter from the Dean or Registrar at your home graduate school verifying your status as a student in good standing at that institution.
- 4) Submit the non-refundable application fee of \$50.00 to The University of Scranton.

All applications for this status will be reviewed by appropriate Graduate Program Directors and the Dean of the College of Graduate and Continuing Education, who will decide upon your admission application and inform you promptly of your status.

University of Scranton degree-seeking graduate students will have priority in courses where space and/or facilities are limited. Students lacking course prerequisites must obtain written authorization from individual instructor(s) in order to register for such a course.

Admission to this status is limited to one academic year and students may not elect more than nine (9) credits in any one graduate department while in this status.

Students are subject to all regulations that apply to matriculated degree-seeking graduate students, including the requirement that they maintain an overall grade point average of 3.0 in all courses elected.

Courses taken for transfer to another institution will be recorded on a graduate transcript and may, in conformance with stated College of Graduate and Continuing Education policy, be subsequently counted toward a graduate degree should you later gain regular admission to a degree program at The University of Scranton. Admission to Special status should in no way be construed as a guarantee of subsequent admission to a degree program.

Students in this status are *not* eligible for graduate assistantships or financial assistance.

The University of Scranton reserves the right to terminate a student in the event that the College of Graduate and Continuing Education or University policies or regulations are violated.

COLLEGE OF GRADUATE AND
CONTINUING EDUCATION

APPLICATION FOR TRANSFER OF CREDIT TO ANOTHER INSTITUTION STATUS

Name _____
Last First MI

Maiden Name (if applicable) _____

Social Security No. _____ Gender: Male _____ Female _____

Date of Birth _____
Month Day Year

Permanent Address

Street _____ Apt. No. _____

City, State, Zip _____

County _____

Telephone () _____ E-mail address _____

Current Address

Street _____ Apt. No. _____

City, State, Zip _____

County _____

Telephone () _____ E-mail address _____

Country of Citizenship _____

Term applying for (circle one):

Fall 20 _____ Intersession 20 _____ Spring 20 _____ Summer 20 _____

Area of Proposed Study: _____

Educational Background

Please indicate the institution and graduate program you are attending.

Reason(s) for Application

Please indicate your reason(s) for seeking Special (Transfer Of Credit To Another Institution Status) admission (use the reverse side of this application if you require additional space in which to write)

Please complete the reverse side

Ethnic Information

The US Office of Civil Rights, under Title VI, requests the following information from higher education institutions. The information is **confidential**. Please check the appropriate item. (Should be completed by United States citizens only)

- | | | |
|---|--|---|
| <input type="checkbox"/> Alaskan Native | <input type="checkbox"/> Asian American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Chinese-American | <input type="checkbox"/> Cuban-American |
| <input type="checkbox"/> Black, Non-Hispanic | <input type="checkbox"/> Filipino-American | <input type="checkbox"/> Latin-American |
| <input type="checkbox"/> White, Non-Hispanic | <input type="checkbox"/> Japanese-American | <input type="checkbox"/> Mexican-American |
| | <input type="checkbox"/> Korean-American | <input type="checkbox"/> Puerto Rican |
| | <input type="checkbox"/> Pacific Islander | |
| | <input type="checkbox"/> Vietnamese-American | |
| <input type="checkbox"/> Other (please specify) _____ | | |

I certify that I have read the policy governing Transfer of Credit and agree to the terms and conditions stated in the policy.

(Applicant's signature) _____ Date _____

Please do not write below this line.

Department Recommendation:

- Admit Not Admit

(Chair/Program Director's signature)

_____ Date _____

Graduate Dean's Action:

- Admit Not Admit

(Dean's signature) _____ Date _____
